

# 2020-2021 Faculty and Dept Chair Important Dates

## AUGUST 2020

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- AUG**
- 3-4** Council of New Student Advisors (CSNA)
  - 5** New student placement tests
  - 6-7** Dept chairs: on call for CNSA individual advising
  - 8-9** Dept chairs: on call for student enrollment checks
  - 11** The Engaged Citizen (TEC) workshop
  - 12-13** Explorations workshop
  - 14** Chairs orientation and workshop
  - 17** Fall Faculty Activities
  - 18** Dept chairs: on call all day for drop/add
  - 20** First day of classes
  - 20** Murphy fellows workshop

## SEPTEMBER 2020

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- SEP**
- 3** Odyssey funding and professorship workshops
  - 8** Chairs meeting
  - 16** **ALL faculty evaluation folders due**
  - 28** Odyssey Professorship apps due

## OCTOBER 2020

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- OCT**
- 1** Odyssey winter break/spring apps due
  - 1** HDX-Murphy proposals due
  - 2** Dept chairs: Letters due for faculty evaluations to area chairs
  - 5** 21-22 sabbatical requests due
  - 6** Chairs meeting
  - 8** Curricular proposals due to area chairs
  - 8** Study Abroad Fair
  - 19** Dept Chairs: Adjunct & Term requests for 21&22 and Tenure track requests
  - 29** Area curricular meetings

## NOVEMBER 2020




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- NOV**
- 9** Study abroad apps due
  - 10** Chairs meeting
  - 24** Last day of Classes
  - 25-27** *Thanksgiving Break*

## DECEMBER 2020

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- DEC**
- 1** Language House proposal deadline
  - 4** Interlibrary Loan deadline for fall semester book requests
  - 8** Chairs meeting
  - 9** Dept Chairs: Deadline to reassign advisees for for spring
  - 11** Dept Chairs: Budget and Capital requests due
  - 15** Interlibrary Loan deadline for fall semester article request

-  Chairs Meetings
-  Chairs Deadlines/on call
-  Convocations Commencement

# 2020-2021 Faculty and Dept Chair Important Dates

## JANUARY 2021

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- JAN**
- 19 HDX-Murphy ENGL, LANG, TADA tutorial course proposals due
  - 21 Odyssey funding workshop
  - 28 Reports for Course schedules due to Area chairs
  - 29 Dept chairs: Course schedules due to Area Assistants

## FEBRUARY 2021

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- FEB**
- 1 Project grant apps due
  - 1 Murphy Scholar Program applications due
  - 1 HDX-Murphy proposals due
  - 1 Odyssey summer funding deadline
  - 1 Staff turn in annual evaluations
  - 10 Deadline for Methodist Exemplary Teacher nominations
  - 1-12 Schedule building by area assistants
  - 9 Chairs meeting
  - 19 Dept Chairs: Schedule available for changes
  - 25 Dept Chairs: Majors Fair
  - 26 Dept chairs: Last day to make schedule changes

## MARCH 2021

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- MAR**
- 1 Faculty annual reviews due to both area chairs and department chairs
  - 9 Chairs Meeting
  - 12 Dept chairs: Respond to faculty annual reviews
  - 22-26 *Spring Break*
  - 29 Deadline for Distinguished Professorship nominations
  - 30 Dept chairs: Rolling deadline for edits to Guide and Catalog start

## APRIL 2021

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- APR**
- 1 HDX-Murphy proposals due
  - 1 Odyssey deadline for fall and winter break projects and summer internships
  - 9 Dept chairs: Office and lab space needs due
  - 13 Chairs meeting
  - 16 Honors day student award names and distinctions due
  - 16-18 Alumni Weekend
  - 23 Honors day tangible awards due
  - 29 Honors Convocation

## MAY 2021

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- MAY**
- 1 Email sent to faculty with scheduled evaluations
  - 7 Dept chairs: deadline to reassign advisees for fall sabbaticals
  - 14 Reports for Course Development Grants for spring courses due
  - 14 Reports for Faculty Project Grants and Faculty Sabbatical grants due
  - 15 Commencement
  - 28 Summer Language Program proposal deadline
  - 31 End of fiscal year

- JUN**
- 15 Faculty reappointment letters sent

	Chairs Meetings
	Chairs Deadlines/on call
	Convocations Commencement